

Attachment A

Adult and Dislocated Worker Follow-up Activities

References: P.L. 105-220, §134 (d) (2) (K) and 20 CFR 663.150 (b)

Follow-up activities are provided to adults and dislocated workers who have entered unsubsidized employment, but **have not exited** the WIA Title 1B program. Twelve (12) months of follow-up activities **must be made available** beginning the day after entry into unsubsidized employment.

The goal of follow-up activities for adults and dislocated workers is to ensure job retention, wage gains and career progress for individuals who obtained unsubsidized employment. Although **follow up activities must be made available**, not all adults and dislocated workers who are registered and placed into unsubsidized employment will need or want such services.

Each participant's file or VOS Case Notes must contain documentation substantiating that follow-up services are offered. This may include, but not limited to a letter, an e-mail or case notes based on an actual conversation, either in person or by telephone offering follow-up services.

Follow-up activities **must be recorded in VOS** on the **enrollment/activity screen**:

108	Follow-up Activity - Workplace Counseling
194	Follow-up Activity - Mentoring/Job shadowing (FAM)
195	Follow-up Activity – Other (FAO)
196	Follow-up Activity – Regular Employer Contact (FAR)
197	Follow-up Activity – Assistance Securing Better Paying Job (FAS)

Attachment B

Follow-up Services Adult and Dislocated Worker

Reference: P.L.105-220§ 134(d)(2)(K); 20 CFR 662.240(b)(11); 663.150(b)

If **employed at exit**, follow-up services must be recorded on the **Quarterly Follow-up Record** in **VOS** by using the checklist below. Follow-up services begin the day after entry into unsubsidized employment.

If **unemployed at exit**, the twelve (12) months of follow-up services must be made available beginning the day after entry into unsubsidized employment. This may occur during the first three quarters following exit.

The goal of follow-up services for adults and dislocated workers is to ensure job retention, wage gains, and career progress for individuals who obtained unsubsidized employment. Although **follow up services must be made available**, not all adults and dislocated workers who are registered and placed into unsubsidized employment will need or want such services.

Each participant's file or VOS Case Notes must contain documentation substantiating follow-up services are offered. This may include, but not limited to a letter, an e-mail or case notes based on an actual conversation, either in person or by telephone offering follow-up services. **Services provided are documented** on the **VOS Follow-up Screen**.

Listed below is the **VOS** checkbox to **record follow-up services**:

- | | |
|---|--------------------------|
| Transportation | <input type="checkbox"/> |
| Child Care or Dependent Care | <input type="checkbox"/> |
| Housing | <input type="checkbox"/> |
| Referrals to Other Community Resources | <input type="checkbox"/> |
| Referrals to Medical Services | <input type="checkbox"/> |
| Assistance with uniforms or other work attire and work related tools | <input type="checkbox"/> |
| Tracking Progress on the Job | <input type="checkbox"/> |
| Regular Contact with Employer | <input type="checkbox"/> |
| Work Related Peer Group Support | <input type="checkbox"/> |
| Assistance securing better paying job, career development and further education | <input type="checkbox"/> |
| Assistance with Work Related Problems | <input type="checkbox"/> |
| Adult Mentoring (youth only) | <input type="checkbox"/> |
| Tutoring (youth only) | <input type="checkbox"/> |
| Leadership Development (youth only) | <input type="checkbox"/> |
| Other Services | <input type="checkbox"/> |
| Other Services | <input type="checkbox"/> |

Attachment C

Post Exit Performance Adult and Dislocated Worker

Reference: P.L. 105-220 § 136 (d); 20 CFR 667.300; TEGL #28-04

Adult and dislocated worker's quarterly post exit information (required are first, second, and third quarters) must be recorded in VOS within 45 days following the exit quarter. Credential Attainment can be recorded during participation upon completion of the activity, at exit **OR** during any of the required first, second or third follow-up quarters.

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. **Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition.** A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institution of higher education that are eligible to participate in Federal student financial aid programs.
- A professional, industry, or employer organization (e.g. National Institute for Automotive Service Excellence certificate, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill.
- Office of Job Corps.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Participants in the following categories, either at the time of exit or during the first three-quarters following exit will be excluded from performance:

- Institutionalized
- Heath/Medical or Family Care
- Deceased – Self explanatory
- Reservist Called to Active Duty

Exclusions must be recorded in **VOS** on the **exit or the follow-up screen**, as appropriate.

All exited participants must have all follow-ups completed in VOS.

Attachment D

Follow-up Services Youth

References: P.L. 105-220§129(c)(2)(I); 20 CFR 664.410(a)(9); 664.420; 664.440 and 664.450

All Youth must receive some form of follow-up services for a minimum duration of twelve (12) months beginning the next day **after** exit. Follow-up services may be provided beyond twelve (12) months at the State or Local Board's discretion. The types of services provided and the duration of services must be determined based on the needs of the individual.

The goal of follow-up services is to enable the youth to be successful in education/employment and continue life long learning and achieve self-sufficiency.

Follow-up services for youth **are recorded in VOS on the follow-up screen.** The fourth (4th) quarter follow-up screen is where the twelve (12) months of follow-up services is recorded for youth.

Listed below is the **VOS** checkbox to **record follow-up services:**

- | | |
|--|--------------------------|
| Transportation | <input type="checkbox"/> |
| Child Care or Dependent Care | <input type="checkbox"/> |
| Housing | <input type="checkbox"/> |
| Referrals to Other Community Resources | <input type="checkbox"/> |
| Referrals to Medical Services | <input type="checkbox"/> |
| Assistance with uniforms or other work attire and work related tools | <input type="checkbox"/> |
| Tracking Progress on the Job | <input type="checkbox"/> |
| Regular Contact with Employer (adult only) | <input type="checkbox"/> |
| Work Related Peer Group Support (adult only) | <input type="checkbox"/> |
| Assistance securing better paying job, career development and further education (adult only) | <input type="checkbox"/> |
| Assistance with Work Related Problems (adult only) | <input type="checkbox"/> |
| Adult Mentoring (adult only) | <input type="checkbox"/> |
| Tutoring | <input type="checkbox"/> |
| Leadership Development | <input type="checkbox"/> |
| Other Services | <input type="checkbox"/> |
| Other Services | <input type="checkbox"/> |

Attachment E

Post Exit Performance Youth Participants

Reference: TEGL #28-04

Youth quarterly post exit information (required quarters are first, second, and third) must be recorded in VOS within 45 days following the exit quarter. Credential Attainment can be recorded during participation upon completion of the activity, at exit **OR** during any of the required first, second and third follow-up quarters.

A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. **Certificates awarded by workforce investment boards or awarded in recognition of the attainment of only generic pre-employment or work readiness skills are not included in this definition.** A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institution of higher education that are eligible to participate in Federal student financial aid programs.
- A professional, industry, or employer organization (e.g. National Institute for Automotive Service Excellence certificate, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education and training to veterans and other eligible persons under provisions of the Montgomery GI Bill.
- Office of Job Corps.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Participants in the following categories, either at the time of exit or during the first three-quarters following exit, will be excluded from performance:

- Institutionalized
- Heath/Medical or Family Care
- Deceased – Self explanatory
- Reservist Called to Active Duty
- Relocated to a Mandated Residential Program

Exclusions **must be recorded in VOS** on the **exit or the follow-up screen**, as appropriate.

All exited participants must have all follow-ups completed in VOS

Attachment F
Activity and Service Comparison
Adult and Dislocated Worker

Follow-up Activities	Follow-up Services																														
NOT EXITED but entered into unsubsidized employment. Twelve (12) months of services must be made available beginning the day after entry into unsubsidized employment.	EXITED																														
Follow-up activities may include: <ul style="list-style-type: none"> • Workplace Counseling • Mentoring/Job Shadowing • Other • Regular Employer Contact • Assistance Securing Better Paying Job 	Follow-up services may include: <ul style="list-style-type: none"> • Workplace Counseling • Mentoring/Job Shadowing • Other • Regular Employer Contact • Assistance Securing Better Paying Job 																														
<p>Before exit, recorded on the VOS Enrollment/Activity Screen and in the individual's case record or recorded in VOS case notes.</p> <p>108 – Workplace Counseling 194 – Mentoring/Job Shadowing (FAM) 195 – Other (FAO) 196 – Regular Employer Contact (FAR) 197 – Assistance Securing Better Paying Job (FAS)</p>	<p>After exit, recorded in VOS on Follow-up Screen by utilizing check boxes and in the individual's case record or recorded in VOS case notes.</p> <table border="0"> <tr><td>Transportation</td><td><input type="checkbox"/></td></tr> <tr><td>Child Care or Dependent Care</td><td><input type="checkbox"/></td></tr> <tr><td>Housing</td><td><input type="checkbox"/></td></tr> <tr><td>Referrals to Other Community Resources</td><td><input type="checkbox"/></td></tr> <tr><td>Referrals to Medical Services</td><td><input type="checkbox"/></td></tr> <tr><td>Assistance with uniforms or other work attire and work related tools</td><td><input type="checkbox"/></td></tr> <tr><td>Tracking Progress on the Job</td><td><input type="checkbox"/></td></tr> <tr><td>Regular Contact with Employer</td><td><input type="checkbox"/></td></tr> <tr><td>Work Related Peer Group Support</td><td><input type="checkbox"/></td></tr> <tr><td>Assistance securing better paying job, career development and further education</td><td><input type="checkbox"/></td></tr> <tr><td>Assistance with Work Related Problems</td><td><input type="checkbox"/></td></tr> <tr><td>Adult Mentoring</td><td><input type="checkbox"/></td></tr> <tr><td>Tutoring</td><td><input type="checkbox"/></td></tr> <tr><td>Leadership Development</td><td><input type="checkbox"/></td></tr> <tr><td>Other Services</td><td><input type="checkbox"/></td></tr> </table>	Transportation	<input type="checkbox"/>	Child Care or Dependent Care	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Referrals to Other Community Resources	<input type="checkbox"/>	Referrals to Medical Services	<input type="checkbox"/>	Assistance with uniforms or other work attire and work related tools	<input type="checkbox"/>	Tracking Progress on the Job	<input type="checkbox"/>	Regular Contact with Employer	<input type="checkbox"/>	Work Related Peer Group Support	<input type="checkbox"/>	Assistance securing better paying job, career development and further education	<input type="checkbox"/>	Assistance with Work Related Problems	<input type="checkbox"/>	Adult Mentoring	<input type="checkbox"/>	Tutoring	<input type="checkbox"/>	Leadership Development	<input type="checkbox"/>	Other Services	<input type="checkbox"/>
Transportation	<input type="checkbox"/>																														
Child Care or Dependent Care	<input type="checkbox"/>																														
Housing	<input type="checkbox"/>																														
Referrals to Other Community Resources	<input type="checkbox"/>																														
Referrals to Medical Services	<input type="checkbox"/>																														
Assistance with uniforms or other work attire and work related tools	<input type="checkbox"/>																														
Tracking Progress on the Job	<input type="checkbox"/>																														
Regular Contact with Employer	<input type="checkbox"/>																														
Work Related Peer Group Support	<input type="checkbox"/>																														
Assistance securing better paying job, career development and further education	<input type="checkbox"/>																														
Assistance with Work Related Problems	<input type="checkbox"/>																														
Adult Mentoring	<input type="checkbox"/>																														
Tutoring	<input type="checkbox"/>																														
Leadership Development	<input type="checkbox"/>																														
Other Services	<input type="checkbox"/>																														

Attachment G

Supportive Services Comparison Adult, Dislocated Worker and Youth

Adult and Dislocated Worker	Youth Participant
Allowable Supportive Services 130 – Other 180 – Family Care 181 – Transportation Assistance 182 – Medical 184 – Temporary Shelter 185 – Disabled 186 – Counseling 187 – Clothing 188 - Incentives and Bonuses 216 – Out-of-Area Job Search 217 – Relocation Assistance 326 – Needs Related Payments (only during training)	Allowable Supportive Services 480 – Family Care 481 – Transportation Assistance 482 – Medical 483 – Temporary Shelter 485 – Special Services for Disabled 486 – Counseling 487 – Relocation Assistance 492 – Other 493 – Clothing 494 – Incentives and Bonuses
Before Exit , recorded in VOS Enrollment/Activity Screen	Before Exit , recorded on VOS Enrollment/Activity Screen
After Exit , recorded on VOS Follow-up Screen.	After Exit , recorded on VOS Follow-up Screen.